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3. Privacy Policy: Mount View High School GP Clinic

All information collected by this practice in providing a health service is deemed to be private and confidential. Confidentiality of patient information is maintained at all times. The rights of every patient are respected. This practice complies with Federal and State privacy regulations including the Privacy Act (1998) & the Privacy Amendment (Private Sector) Act (2000) & Federal privacy Act (2001) as well as the standards set out in the RACGP Handbook for the Management of Health Information in Private Medical Practice.

Patient's medical records in this practice are stored electronically through a software product called BEST PRACTICE. These are medico-legal documents and as such are protected documents. Patient information is discussed with, or shown to, staff members only when this is required for the provision of patient care. Patient conditions are not discussed within the hearing of other patients or the public. Patient care may be discussed by the medical team for purposes of teaching and research or consultation for another clinician's opinion.

Patient information cannot be disclosed to the families of patients or any other party unless the patient or their authorised representative has given consent (in writing if applicable).

General Practitioners, nursing and administration staff sign an agreement in relation to confidentiality requirements for all patient encounters and recognise that significant breaches of confidentiality may provide grounds for disciplinary action or dismissal. This privacy statement continues to be binding on employees even after their employment has terminated.

Each patient has the right to access to their personal information kept by the practice, in accordance with the Commonwealth Privacy Act (1998) & Privacy Amendment (Private Sector) Act (2000).

All medical electronic records are stored on Best Practice and can only be accessed by staff that have a staff log on code. All computers have a screen saver that activates at one minute when not in use. Paper files containing patient details are stored securely and access is restricted to practice staff. Faxes & letters received from external providers of care are reviewed by the GP then scanned into the patient file then destroyed by shredding the documents.

